



**UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL MARKETING SERVICE  
DAIRY PROGRAMS  
MARKET ADMINISTRATOR  
FEDERAL MILK ORDER NO. 1  
NORTHEAST MARKETING AREA**

**JOB OPPORTUNITY**  
**Recruitment Number: 09-04**

**WHAT IS THE JOB?** Auditor, 5101

**WHAT IS THE STARTING SALARY?** GRADE MA 12 (minimum \$45,930) – MA 15

**PROMOTIONAL POTENTIAL?** GRADE MA 15

**WHERE IS THE JOB LOCATED (Duty Station)?** Reside within 30 miles of the City of Lowell, Massachusetts.

**AREA OF CONSIDERATION?** Massachusetts, Rhode Island, New Hampshire, Connecticut, Vermont, Maine, New York, New Jersey, Pennsylvania, Delaware, Washington, D.C., Virginia, West Virginia and Market Administrator employees. Relocation expenses will not be paid.

**WHAT ARE THE MAJOR DUTIES?** Perform audits of milk processing plants, manufacturing plants, and dairy farmers' cooperative associations. Specific responsibilities include:

- Examine financial, cost and operational records to verify compliance with the Federal order.
- Review the controls and policies that affect the summarization and reporting of data.
- Investigate and document findings and instances of non-compliance with the Federal order.
- Convey results through formal audit reports.

**WHAT ARE THE BENEFITS?** Outstanding benefits package includes: Federal retirement plan; 401(k)-style retirement savings and investment plan; paid vacation, holidays and sick leave; leave transfer program; tuition assistance; health, life and group rate long term care insurance; group rate dental and vision insurance.

**WHAT QUALIFICATIONS DO I NEED?**

- A bachelor's degree in accounting, finance, mathematics, dairy or food science, or agricultural economics with at least 9 semester hours in accounting.
- A bachelor's degree in any other field with at least 15 semester hours in accounting. Semester hours in investigative or research courses may be substituted for accounting.

- Applicants who do not have a degree must have appropriate semester or quarter hours described above, and experience that, when combined with the education, would equal a 4-year course of study. The experience should have equipped the applicant with the necessary skills and knowledge to perform at the grade level to which appointed.
- The basic requirements described above are fully qualifying for grade MA-12.
- Applicant must have had 6 months of professional experience for each grade level from the MA-13 through MA-15 in a field directly related to auditing, or at least 15 semester hours or 18 quarter hours of graduate education for each grade level from MA-13 through MA-15 in a field directly related to auditing. The experience or education must have equipped the applicant with the necessary knowledge and ability to perform fully the work of auditor.
- **Must be a U.S. Citizen.**

**SPECIAL CONDITIONS AND REQUIREMENTS?** Applicants must be able to provide their own transportation and be able to travel overnight up to 50% of the time. Per diem and mileage are paid for official travel.

**HOW DO I APPLY?** Go to [www.fmmone.com](http://www.fmmone.com) - *Employment Opportunities* for a complete application package OR apply for this position by submitting a photocopy (original is NOT required) of your college transcript(s), a resume, and/or the Optional Application for Federal Employment (OF-612), or any other written format you choose to describe your job-related qualifications and the attached Supplemental Qualifications Statement. **Include the Recruitment Number on all application material.** To receive veteran's preference you must attach a copy of your DD-214 or other proof of eligibility. **Deadline:** Applications and supporting documents submitted by fax or electronically must be submitted by 11:59 pm, Eastern Standard Time, Friday, April 17, 2009.

**WHERE DO I SUBMIT MY APPLICATION?** USDA – AMS – Dairy Programs – Market Administrator – Northeast Marketing Area, Attention: Lynn Romania, 302A Washington Avenue Extension, Albany, New York 12203. Fax #: (518) 464-6467. Voice #: (518) 452-4410 ext. 1635. E-mail: [lromania@fedmilk1.com](mailto:lromania@fedmilk1.com)

To apply for this position, you must provide a complete Application Package, which includes **both** of the following parts:

1. Your responses to the attached Supplemental Qualifications Statement, and
2. Your resume and any other documents (photocopy of your college transcript(s)) specified in the *HOW DO I APPLY?* section of this job announcement.

**APPLICATIONS MUST BE POSTMARKED BY: April 17, 2009**

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